



## **Rules of Dietitians NZ Inc. 2015**

### **RULE 1 ASSOCIATION**

The professional association for dietitians shall be called "Dietitians New Zealand Incorporated" (Dietitians NZ Inc).

### **RULE 2 OBJECTIVES**

#### **2. Objectives of Dietitians NZ Inc**

To:

- 2.1 Promote and advance the knowledge of nutrition and dietetics throughout New Zealand.
- 2.2 Give meaning to Te Tiriti O Waitangi through recognition of the principles of partnership, protection and participation, and to act reasonably, honourably and in good faith.
- 2.3 Raise the standard of dietetic practice in New Zealand and to support and protect the professional status and interest of practitioners.
- 2.4 Form strategic alliances/ partnerships to advance nutrition and dietetics in New Zealand.
- 2.5 Foster the advancement of nutrition and dietetics internationally.
- 2.6 Promote professional development, leadership and evidence-based research relevant to the purpose of the association and to recognize excellence.
- 2.7 Advocate for consumers to enjoy a safe, nutritious, culturally appropriate, sustainable and affordable food supply.

### **RULE 3          CLASSIFICATION OF MEMBERSHIP**

3.      Membership of the association shall consist of the following classes:

- (1)      Professional
- (2)      Associate
- (3)      Student
- (4)      Retired
- (5)      Honorary Life

#### **3.1      Professional Membership**

Any person may be elected to Professional membership of the association who holds a current practicing certificate under the Health Practitioners Competence Assurance Act (2003) and its amendments.

#### **3.2      Associate Membership**

Associate membership shall be open to people with the following qualifications and whose application for Associate membership shall be accompanied by a character reference and approved by the CEO. Associate members shall be granted provisional membership for an initial three (3) month period.

3.2.1    A member who has been eligible for Professional Membership but who no longer holds a practicing certificate.

3.2.2    A member of an overseas Association having similar objectives to those of this association, but who is not permanently resident in New Zealand.

3.2.3    Any person who is not a dietitian but who holds a scientific qualification in human nutrition approved by Dietitians NZ Inc, or who occupies a prominent position in work or research relating to nutrition or dietetics.

3.2.4    Any person who is not a dietitian but who holds the qualification of a Dietetic Assistant.

#### **3.3      Student Membership**

Student membership shall be open to any person enrolled in a course accredited by the NZ Dietitians Board to prepare for registration as a dietitian in New Zealand.

### **3.4 Retired Membership**

Any member who has retired permanently from professional employment.

### **3.5 Honorary Life Membership**

Honorary Life Membership may be conferred by the Association on any member who has rendered meritorious service to the Association or on any person who, not being eligible for Active membership has contributed to the knowledge of Dietetics and Nutrition or advances the interests of the profession of Dietetics.

### **3.6 Privileges of Members**

All members have the right and responsibility to attend meetings, receive information from the Association and conduct themselves in accordance with professional standards accepted by the Association. Professional, Retired and Honorary Life Members have voting rights and are eligible to accept office at national and branch level. Associate and Student Members may hold office at branch and Special Interest Group (SIG) level but do not have voting rights at national level. Members without practising certificates advertising themselves as members of Dietitians NZ Inc must state on any advertising—e.g. business cards – that they are Associate members.

## **RULE 4 ELECTION AND RESIGNATION OF MEMBERS**

4.1 Anyone who meets the membership categories defined may be elected to become a member of the Association on making an application to the association and shall thereafter pay all fees and subscriptions due from the date of joining.

4.2 Every member of the Association undertakes to comply with these Rules of Dietitians New Zealand Incorporated. Any refusal or neglect to do so shall render the member liable to disciplinary action by resolution of the Council.

4.3 A member may resign membership at any time by writing to the association. Any member failing to pay the prescribed subscription after two months of the due date for payment shall be deemed to have resigned.

4.4 Any member who by resignation or otherwise ceases to be a member of the association shall forfeit all right, claim or interest in the privileges of the Association.

## **RULE 5            MEMBERSHIP SUBSCRIPTIONS**

- 5.1     The annual subscription for Professional, Associate, Student and Retired members shall be such sums as decided by resolution passed at the Annual General Meeting (AGM) of the Association each year. Such resolution shall apply from the beginning of the next financial year.
- 5.2     Reduced subscriptions recognising part time employment may be determined by resolution at the AGM.
- 5.3     There will be no annual or other subscription for Honorary Life members.
- 5.4     New members joining during the second half of a financial year shall pay a half-subscription for the balance of that financial year, payable in that year.
- 5.5     Associate members eligible for Professional membership who become employed for longer than half the financial year shall pay a Professional subscription.

## **RULE 6            ALTERATIONS OF RULES**

- 6.1     These Rules may be changed by a resolution passed by a two-thirds majority of Professional, Retired and Honorary Life members either present at an AGM, or by proxy vote, provided no such amendment or variation shall have the effect of altering the non-profit nature of Dietitians NZ Inc.
- 6.2     Remits to alter the Rules must be forwarded to the Dietitians NZ Office no later than six (6) weeks prior to the AGM.
- 6.3     Remits to alter the Rules must be sent to members of Dietitians NZ no later than five (5) weeks prior to the AGM.

## **RULE 7            COUNCILLORS**

- 7.1     **Number of Councillors (including transitional provisions)**

7.1.1 Subject to the transitional provisions set out in Rules 7.1.2 to 7.1.5, Dietitians NZ shall be governed by a Council. The Council must have a minimum of six (6) Councillors and a maximum of eight (8) Councillors, including:

7.1.1.1 Five (5) elected Councillors under clause 7.3.1. This includes one (1) Councillor who is a recent graduate under clause 7.3.4.

7.1.1.2 One (1) Councillor appointed by Te Kahui Manukura o Kai Ora under clause 7.3.2.

7.1.1.3 Up to two (2) Councillors co-opted under clause 7.3.3.

## 7.1.2 *Transition Arrangements*

For the period of time following the adoption of these Rules, until the conclusion of the 2017 AGM, transitional arrangements will apply to the appointment and election of the Council (**Transition**).

### 7.1.3 *Transition – Year1*

From the date that these Rules are adopted until the 2016 AGM, there will be ten (10) Councillors, being those Councillors elected or appointed prior to the adoption of these Rules (the **Current Councillors**).

### 7.1.4 *Transition – Year2*

Prior to the 2016 election, five (5) of the Current Councillors (by agreement or selected by lot if the Council does not agree) must agree to stand down. At the 2016 election, three (3) Councillors will be elected in accordance with Rules 7.2.1-7.3.1, 7.3.4-7.3.5 and 7.3.7. One Councillor will be appointed under Rule 7.3.2.

### 7.1.5 *Transition – Year3*

Prior to the 2017 AGM, the five (5) Current Councillors who did not stand down prior to the 2016 AGM must stand down. At the 2017 election, two (2) Councillors will be elected in accordance with the Rules.

7.1.6 Following the election of two (2) Councillors under Rule 7.1.5, Transition will be complete.

## 7.2 **Nominations**

- 7.2.1 Councillors shall be nominated for election by any two voting members of the Association with consideration given to the desired criteria for Councillors as determined by the Council from time to time.
- 7.2.2 Candidates for election as Councillors must complete a nomination form, outlining how they meet the criteria set by the Council from time to time, and any other skills they would bring to the Council. Nomination forms must be signed by at least two (2) voting members and submitted to the CEO of the association at least six (6) weeks before the AGM.
- 7.2.3 In the event of there being fewer, or equal nominations than there are Councillor positions available as Councillors, those nominated shall be deemed to be elected. Additional nominations may be called from the members attending the AGM to fill any vacancies on the Council.

### **7.3 Election and appointment of Councillors**

- 7.3.1 The Councillors (with the exception of any Councillor appointed under Rule 7.3.2 or Rule 7.3.3) shall be elected prior to the AGM and once elected shall assume office one (1) month after the AGM. The election of the Councillors will be conducted either by postal ballot or through an online voting platform prior to the AGM. Voting will be open for a period of at least two (2) weeks. In the event of equality of votes, the Council Chair shall have a casting vote.
- 7.3.2 Te Kahui Manukura o Kai Ora is entitled to appoint one (1) Councillor to the Council. The Councillor appointed by Te Kahui Manukura o Kai Ora does not need to be a member of the Association.
- 7.3.3 When critical skills or other criteria as determined by the Council are not available within the Council, up to two (2) additional Councillors may be co-opted onto the Council for a fixed term of no more than one (1) year. There is no restriction on the number of consecutive terms for which a Councillor may be co-opted. Co-opted Councillors are not required to be members of the Association.
- 7.3.4 At least one (1) Councillor must be a recent graduate, being a practising dietitian within five (5) years of graduation. If no elected Councillor fulfils this criterion, the Council must appoint a Councillor who does. The recent graduate councillor is elected for one (1) term only and must be a member of the Association.

- 7.3.5 Each voting member at the AGM will be entitled to vote for each available position.
- 7.3.6 If there is a vacancy on the Council that lowers the number of Councillors below six (6), the Council may co-opt one (1) or more extra Councillor(s) to the Council to ensure that the Council has a minimum of six (6) Councillors at any one time.
- 7.3.7 Councillors will be elected or appointed for a term of three (3) years, unless otherwise specified, and there is no restriction on the number of consecutive terms for which a Councillor may be elected or appointed, unless otherwise specified.

## **RULE 8            COUNCIL**

### **8.1        Structure of the Council**

- 8.1.1 The Council will be made up of the Councillors elected or appointed under Rule 7.

### **8.2        Role of the Council**

- 8.2.1 The purpose of the Council, on behalf of members, is to ensure Dietitians NZ: achieves appropriate results, for specified recipients at a specified cost/ priority as specified in the Outcomes Policies; and avoids unacceptable actions and situations as outlined in the Management Limitations Policies in the Governance Policies Manual. Accordingly, the Council has direct responsibility to create:
- (1) The relationship between the members and the Council.
  - (2) Written governing policies that address the broadest levels of all organisational decisions and situations.
  - (3) Assurance of successful organisational performance on Outcomes and Management Limitations.
- 8.2.2 The Council shall meet together at least twice in the financial year to conduct the affairs of the Association and oversee the implementation of the Outcomes Policies. At any Council meeting five (5) Councillors present shall form a quorum.
- 8.2.3 The Council shall present to each AGM a report of the affairs of the Association together with a properly audited statement of Income and Expenditure for the past year and a Balance Sheet.

8.2.4 A resolution in writing signed by a majority of two-thirds of the members of the Council shall be as valid and effectual as if it had been passed at a meeting of the Council duly called and constituted.

8.2.5 The Council may employ staff; determine the remuneration to be paid to the CEO, and to the Councillors of the Association.

### 8.3 **Appointment of the Chair and Deputy Chair**

8.3.1 The Council will, by majority vote, select the Chair and Deputy Chair after each election. The Chair and Deputy Chair will serve for a period of one (1) year, and there is no restriction on the number of consecutive years a Councillor may serve as Chair or Deputy Chair. These roles must be filled by Councillors who are Professional, Retired, or Honorary Life members of Dietitians NZ Inc.

8.3.2 In the event of an equality of votes in the selection of the Chair and/or Deputy Chair, the selection between the two equal contenders shall be made by the toss of a coin.

### 8.4 **Sub Committees and Sub Groups**

8.4.1 The Council may appoint a Disciplinary Committee. The Chairperson of the Disciplinary Committee shall be appointed by the Council and report to the Council. The Disciplinary Committee shall consider and review complaints of breaches of the rules of the association and make recommendations to the Council in this respect or to any other Committees as the Council thinks fit.

8.4.2 The Council may appoint a Finance and Risk Sub-committee. The Chairperson of the Finance and Risk Sub-committee shall be appointed by the Council and will report to the Council. The Finance and Risk Sub-committee will provide financial and risk oversight for the Council and contribute to the management and monitoring of the Association finances.

8.4.3 The Council may appoint any other Subcommittees and may delegate any of its powers or duties to such Subcommittees and may discharge and dissolve such Subcommittees.



8.4.4 Any Subcommittee so formed shall in the exercise of the powers so delegated conform to any regulations that may from time to time be imposed on it by the Council by which it is appointed. At least one (1) Council member shall be on each Subcommittee.

## 8.5 Chief Executive Officer

8.5.1 The CEO shall work within the Management Limitation Policies as set in the Councils Governance Policies Manual to achieve the Outcome Policies of the Association.

## **RULE 9 GENERAL MEETINGS**

9.1 The AGM of members and all other general meetings shall be called with at least sixty (60) days notice given by the CEO. No business other than that stated shall be transacted unless notice is given in writing to the CEO at least fourteen (14) days prior to the meeting.

9.2 The AGM shall be held no later than the 30<sup>th</sup> day of September each year at a place, date and time to be fixed by the Council for the following purposes:

9.2.1 To receive from the Council a report, balance sheet and statement of accounts for the preceding year.

9.2.2 To announce the Council for the ensuing year.

9.2.3 To elect an Auditor for the ensuing year.

9.2.4 To consider and if thought fit to adopt with or without modification any motion which may be duly submitted to such meeting.

9.2.5 To fix and determine the membership subscriptions for the following year.

9.2.6 General Business.

9.3 A general meeting may be convened by the CEO at any time and shall be convened upon receipt of a requisition in writing of any five (5) members stating the purpose for which such meeting is required.

9.4 Every notice required to be given to members shall be deemed to have been duly delivered if sent to the last known electronic or postal address.

9.5 A copy of the agenda shall be made available to each member at least seven (7) days before the date of the AGM.

- 9.6 At all general meetings the Chair, or in the absence of the Chair, the Deputy Chair, or failing her/him any member of the Council, or failing her/him, any other duly elected Chairperson shall take the chair.
- 9.7 Professional, Retired and Honorary Life members personally present shall be the only members entitled to vote on any matter at any general meeting, unless due notice has been given and proxy votes have been called for. In case of equality the Chairperson shall have a casting as well as a deliberative vote.
- 9.8 The quorum at all general meetings shall consist of fifteen (15) Professional, Retired and Honorary Life members. If a quorum is not present within fifteen (15) minutes of the time set for the meeting, the meeting shall be adjourned to a time and place decided by the Professional, Retired and Honorary Life members present. If at the adjourned meeting a quorum is not present, those members present and entitled to vote shall be the quorum and may transact the business for which the meeting was called.
- 9.9 At general meetings all questions shall be decided by a show of hands unless at least five (5) Professional, Retired and Honorary Life members demand a ballot. Ballots shall be conducted in such a manner as the Chairperson shall decide. The declaration of the Chairperson that a resolution has been carried shall be conclusive.
- 9.10 On any poll votes may be given either personally or by proxy. Polls shall be conducted in such a manner as the Chairperson shall decide. The declaration of the Chairperson that a resolution has been carried or not, shall be conclusive.
- 9.11 The form appointing a proxy must be signed by the person appointing that proxy. A proxy must be a voting member of the Association.
- 9.12 The form appointing a proxy must reach the CEO of the Association at least seven (7) days before the time of the AGM at which the person named on the form proposes to vote. If these conditions are not met, the form shall be invalid.
- 9.13 The form appointing a proxy is *Appendix 1* of these Rules.
- 9.14 Appointing a proxy shall confer authority to demand or join in demanding a Poll and voting on amendments unless otherwise specified on the proxy form.

## **RULE 10 FUNDS**

- 10.1 The financial year of the Association (including all Branches and SIGs) shall close on 31 March each year.
- 10.2 All monies received by or on behalf of the Association shall be paid into an account to the credit of the Association at a bank appointed by the Council. Payments drawn in such an account shall be made and authorised by members nominated from time to time by the Council.
- 10.3 Budgeting to use funds raised and monies collected by subscriptions, donations and otherwise to meet financial commitments and make grants to individuals and groups in accordance with the Outcome Policies.
- 10.4 Distribution of the funds of Dietitians NZ Inc shall be subject to vote at general meetings.
- 10.5 The Association will undertake and execute the trusts of any funds or property raised, bequeathed or devised for any objectives of the Association.

## **RULE 11 THE COMMON SEAL**

- 11.1 The Council shall provide and be responsible for the custody of the Common Seal of the Association.
- 11.2 Whenever the Common Seal of the Association is required to be fixed to any deed or document there must be a resolution of the Council for consent. The seal must be fixed in the presence of the Chair or a person delegated by the Chair and one (1) member of the Council.

## **RULE 12 BRANCHES**

- 12.1 Subject to the approval of the Council any fifteen (15) members, of whom at least ten (10) are Professional, Retired or Honorary Life members, residing in a particular locality may form a local branch, which shall control the affairs of the Association in the particular locality. Branch members shall be current financial members as defined in

Rule 3.

- 12.2 The objectives of the branches shall be the same as the outcomes of the Association. All branches shall conform to any direction of the Council or in all matters affecting the Association as a whole or the funds or property of the Association and be subject in all respects to these rules.
- 12.3 Once Council has given approval to the formation of any branch, a Branch Committee shall be elected consisting of a President, Vice-President, Secretary and/or Treasurer and not more than five (5) other members of the branch to perform the work of the Association in that particular locality. The Officers of the branch shall retire annually. Two of the members of the Committee may be Associate members.
- 12.4 The Branch President will have the power to co-opt up to three (3) further members to the Branch Committee, or form a sub-committee, as circumstances arise.
- 12.5 Each branch shall hold a general meeting no later than the 31<sup>st</sup> day of May each year at which the Branch Committee and Officers shall be elected and a Statement of Accounts shall be presented. The provision shall in no way take away the rights of members to attend and vote at the general meeting of the national Association. The quorum at all general meetings of a branch shall be five (5) financial members of the Association.
- 12.6 The Officers and other members of the Branch Committee shall continue in office until the election of their successors at an AGM. Retiring members and officers shall be eligible for re-election. Any vacancy occurring in the Branch Committee during the year may be filled by the Branch Committee.
- 12.7 Branches may,  
a) make levies on members for branch activities; and  
b) seek sponsorship,  
as may be necessary for carrying on the work of the branches in their particular localities. Branches must follow the policies set by the Council or CEO when making levies or seeking sponsorship.
- 12.8 **Funds and Property:**

- 12.8.1 No branch of the Association is, or shall be, constituted, incorporated or otherwise established or treated in law or equity as a separate legal person or entity.
- 12.8.2 Title to, and ownership of, all funds and property, both real and personal, located or stored at or otherwise acquired through or held under the control or power of any and all branches by any member, officer, agent or employee is the property of the Association.
- 12.8.3 All real or personal property or interest in such property capable of being registered under any Act must be registered in the name of the Association. All relevant documents of title and/or registration and related records must be held by the CEO.
- 12.8.4 Any funds or property in the possession of any branch, which has ceased to function, must immediately be remitted to the Association.
- 12.9 In event of the membership of a branch falling below five (5) Active members or in the event of a branch failing to comply with any proper directions of the Council, the Council may at any time at its discretion withdraw its approval of any branch or the setting up of any Branch Committee and such Branch Committee shall immediately cease to function.
- 12.10 Each Branch Committee shall keep minutes of its activities, including appointments to the Branch Committee, resolutions and proceedings of Branch Committee meetings.

### **RULE 13      SPECIAL INTEREST GROUPS**

- 13.1 Subject to the approval of the Council, groups consisting of members representing various professional practice specialties of the Dietitians NZ Inc may be formed for the purpose of furthering the interests of the group.
- 13.2 The objectives of the special interest groups (SIGs) shall be the same as the Outcomes of the Association. All SIGs shall confirm to any direction of the Council or CEO in all matters affecting the Association as a whole or the funds or property of the Association and be subject in all respects to these Rules.
- 13.3 Such groups shall:

- 13.3.1 Be open to all members of Dietitians NZ Inc.
  - 13.3.2 Organise and administer their own activities.
  - 13.3.3 Be subject to the Rules of the Association and to the direction of the Council.
  - 13.3.4 Continue as a SIG only so long as the Council thinks fit.
  - 13.3.5 Provide regular reports to the CEO of the achievement of the approved objectives.
  - 13.3.6 A SIG may be dissolved at the request of that SIG.
- 13.4 SIGs may,
- a) make levies on members for SIG activities; and
  - b) seek sponsorship,
- as may be necessary for carrying on the work of the SIGs. SIGs must follow policies set by the Council or CEO when making levies or seeking sponsorship.
- 13.4.1 If funds are held or levies are collected, the SIG must comply with the Rules for Branches set out in 12.8, 12.9 and 12.10.

#### **RULE 14      DISPUTES**

- 14.1 If the Council considers that a Member has breached any one or more of the Rules, the Council must within five (5) working days of learning of such breach/es issue a written notice on the Member specifying with particularity the breach/es said to have occurred.
- 14.2 After service of a breach notice, within ten (10) working days (or such other time as may be mutually agreed) two representatives of the Council must meet with the Member on a *without prejudice* basis to resolve the breach/es of the Rules, the outcome of which must be recorded in a written agreement. The Member can choose to bring a support person with them to this meeting.
- 14.3 If the Member refuses or fails to attend the meeting or the breach notice is not resolved by agreement, then the Council may issue written notice to the Member giving at least fifteen (15) working days' notice of a time and venue at which a Disciplinary Committee consisting of three members of the Council (not being persons who attended the resolution meeting) shall hear from the Member and/or his or her adviser by written

and/or oral submission in defence, explanation or mitigation of the alleged breaches specified in the breach notice.

- 14.4 In conducting the disciplinary hearing the Disciplinary Committee may be assisted at the hearing by a qualified barrister and solicitor of at least seven (7) years' standing to advise on procedure of the hearing.
- 14.5 Within twenty (20) working days of the end of the hearing the Disciplinary Committee must issue a written decision of its findings with reasons and whether the Member is exonerated of the breach/es or that any one or more of the breaches is established in the opinion of the Disciplinary Committee. Where the Disciplinary Committee finds that the breach/es established it shall state within its decision any outcome for the Member which may include:
- (a) A written warning in such terms as the Committee considers fit;
  - (b) Suspension from membership for a period up to six (6) months with or without conditions that may include issue of a written apology by the Member to such person as appropriate and/or attendance of professional training and/or supervision by the Member;
  - (c) Expulsion subject to the Disciplinary Committee referring the question of expulsion back to the Council.
- 14.6 No right of an appeal shall lie from a decision of the Disciplinary Committee whose decision shall be final.
- 14.7 Every decision of the Council on the interpretation of the Rules and on any matter which may arise and is not covered by these Rules or is alleged not to be covered, shall be final and binding.

## **RULE 15      WINDING UP**

- 15.1 Dietitians NZ Inc. may be wound up voluntarily if, at a general meeting of its members, a resolution is passed requiring the Association to be wound up, and the resolution is confirmed at a subsequent general meeting called together for that purpose and held not earlier than thirty (30) days after the date on which the resolution to be confirmed was passed.

15.2 Upon the Association being wound up all liabilities and expenses of winding up shall be paid. Surplus assets and funds of the Association shall be used solely for charitable purposes which benefit organisations with similar objectives as Dietitians NZ Inc as directed by resolution carried by a majority of votes of Professional, Retired and Honorary Life members present at a general meeting or special general meeting convened for the purpose.

#### **Appendix 1**

#### **APPOINTMENT OF PROXY FORM**



**PROXY FORM**

*(See next page for instructions)*

<b>NAME</b> (please print)		<b>All correspondence to:</b> PO Box 13-468 Johnsonville Wellington 6440 New Zealand T: +64 4 477 4701 F: +64 4 477 4705 E: <a href="mailto:admin@dietitians.org.nz">admin@dietitians.org.nz</a> W. <a href="http://www.dietitians.org.nz">www.dietitians.org.nz</a>
<b>ADDRESS</b> (please print)		

**APPOINTMENT OF PROXY**

I, being a Financial Member of the Dietitians New Zealand Incorporated (Dietitians NZ Inc.) with an Active, Retired or Honorary Life membership and entitled to attend and vote, hereby appoint:

The Chairperson of the Meeting:

*[Mark the box with an x]*

**OR**

*(Print above the full name of the member you are appointing if this person is **someone other than** the Chairperson of this meeting).*

Or failing the person named, or if no person is named above, the Chairperson of the Meeting, as my proxy and to vote in accordance with the following directions *(or if no directions have been given, as the proxy sees fit)* at the Annual General Meeting of Dietitians New Zealand Inc. to be held at **<Venue>** on the **<Date>** at **<Time>** and any adjournment of that Meeting.

**Voting Directions to my proxy – (please mark X to indicate your directions)**

<b>Resolutions:</b>	<b>For</b>	<b>Against</b>	<b>Abstain*</b>
That the Minutes of the Annual General Meeting held at <b>&lt;Venue&gt;</b> , on the <b>&lt;Date&gt;</b> at <b>&lt;Time&gt;</b> be accepted.			
That the <b>&lt;Year&gt;</b> Reports of the President and other reports as noted in the Annual Report be accepted.			
That the <b>&lt;Year&gt;</b> audited financial accounts for Dietitians New Zealand be accepted.			
That <b>&lt;Accountant&gt;</b> be appointed the Dietitians New Zealand auditor for the <b>&lt;Years&gt;</b> financial year.			

If you mark the Abstain box for a particular item, you are directing your proxy not to vote on your behalf on a show of hands or on a poll and your votes will not be counted in computing the required majority on the poll.			
<p><b>Please sign above</b> This section <i>must</i> be signed in accordance with the instructions below to enable your directions to be implemented and for your proxy to be valid.</p>		<p style="text-align: center;">/            / Day            Month            Year</p>	

### How to complete the Proxy Form

1. **Your Name**  
You must enter your First and Last name. If the name and address are not in accordance with Dietitians NZ Inc. records the proxy will not be valid.
2. **Appointments of a Proxy**  
If you wish to appoint the chairperson of the Meeting as your proxy, mark the box (X). The Chairperson will be the current Dietitians NZ Inc. Chair or their alternate. If the member you wish to appoint as your proxy is someone other than the Chairperson of the Meeting, please write the full name of that member in the space provided. The member must be a financial member of the Dietitians NZ Inc. and entitled to attend and vote.  
If you leave this section blank, or your named proxy does not attend the meeting, the Chairperson of the Meeting will be your proxy.
3. **Votes on Items of Business**  
You may direct your proxy how to vote by placing a mark in one of the three boxes opposite each item of business. If you do not mark any of the boxes on a given item, your proxy may vote as he or she chooses. If you mark more than one box on an item your vote on that item will be invalid.
4. **Signing Instructions**  
You must sign this form as follows in the spaces provided:  
*Dietitians NZ Inc. Member:*            The signature of the person named at the top of the Proxy Form.

### Lodgement of a Proxy

This Proxy Form must be received at an address given below **no later than 7 days before the commencement of the meeting** on **<Date>** at **<Venue>**. Any Proxy Form received after that time will not be valid for the scheduled meeting.

The document may be lodged using the following:

- IN PERSON:    National Office, Dietitians NZ, Level 2, Survey House, 23-29 Broderick Road, Johnsonville, Wellington
- BY MAIL:        National Office, Dietitians NZ, PO Box 13-468, Johnsonville, Wellington 6440
- BY FAX:         (04) 477 4705
- BY EMAIL:      admin@dietitians.org.nz (scan copies only)